Student On-Arrival Checklist   Date: _____

To be completed by the student's supervisor/mentor shortly after student's arrival.
Completed form is to be retained in group office files.

Student's Name:_____   **Z#:** _____

Org:_____ **Current Clearance**: _____   **Checklist Completed**: _____

Supervisor(s):_____   **Arrival Date**: _____

Mentor(s): _____   **Departure Date:** _____

Mail Stop: _____   **Location: TA**-_____ **Bldg**. _____ **Room** _____

E-mail Address: _____ **Phone**: _____ **Fax**: _____

Cost Code: _____ **Program Code**: _____ **Cost Account**: _____

Appointment Type: HS Coop____   Post HS____   UGS____   Post Bacc____   GRA____
Post Masters____   Science Educ. Program____   SARA____   Student Guest____
Other _____

STUDENTS
INITIALS/DATE

1. OVERVIEW   _____

Mission, history, major programs, organization (Group/Division/Lab), group policies, secure operations, any other group-specific information. Meet group leader, deputy group leader, group secretary.

2. ES&H (ENVIRONMENT, SAFETY & HEALTH)   _____

Guidelines, safety plan, emergency procedures, job specific guidance, hazards in group's spaces,   SOPs, group points of contact for questions, training required, strongly emphasize the need to work safely. Safety Commitment form signed.

3. SECURITY   _____

Badges, gates, keys, annual refresher, points of contact for questions, protocol for publishing.
Computer Security: computer user registration, security issues, documentation, LANL policies re. acceptable usage, Waste, Fraud & Abuse.

4. ADMINISTRATIVE   _____

Work hours, housing, transportation, FAX, mailboxes, copiers, travel requests, purchase requests, visitor requests, stationery supplies, reporting of time, absences, keys, checkout procedures, government vehicles, property removal procedures. Meet administrative staff.

5. PROJECT   _____

Project goals and objectives, student work plan, expectations of student, expectation of mentor, job description, emphasize educational component, set meeting times.

6. WORKPLACE TOUR & STAFF INTRODUCTIONS   _____